



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
TOWN HALL LYON'S ROOM
7:30 PM 3/9/16

ATTENDEES:

Deyst*	White*	Caccavaro*	Kellar*	McKenna*
DeCoursey*	Wallach*	Harmer*	Gibian	
Tosti*	Foskett*	Bayer*	Duvadie*	
Russell*	Beck*	Jones*	Deshler	
Franclemont*	Howard*	Fanning*	Carman*	Turkall*

*Indicates present

VISITORS: Selectman Dan Dunn, Town Manager Adam Chapdelaine, deputy Town Manager Sandy Pooler, Learn to Grow representative Maryanne Rauoppi, Schools for Children President Ted Wilson, Ann Ballantine, Sean Harrington, Ed Trembly

MINUTES of 3/7/16 accepted as corrected. Unanimous.

RECYCLING STATISTICS: Howard provided a recent report from the Recycling Coordinator (Ref 1) that contains the history of yearly tonnage since FY08. Yard waste, recycling & trash are shown. This information was requested during Monday's meeting.

SCHOOL ENROLLMENT TASK FORCE: Tosti said the Task Force voted to fund architectural cost studies of 2 options to address the middle school enrollment problem: expansion at Ottoson & renovations at Gibbs. Foskett noted that this kind of study had been done before the elementary school renovations began. The cost of the studies will be shared between the reserve Fund & the Schools. The Manager requested a transfer (Ref 2).

VOTED to transfer \$24,555 from Reserve Fund to the School Department. Unanimous.

TOWN MANAGER's CONTRACT: Dunn explained how the contract was negotiated.

Chapdelaine told the BoS that he was about to accept a job at another Town. He told the Selectmen that he spent most evenings at meetings and not enough time with his family. He was unable to afford a satisfactory home in Arlington. And he was being paid less than other Town Managers. The BoS met in an emergency session where they agreed that Chapdelaine is an exceptional Town Manager. They voted unanimously to try to retain him. They asked Greeley to negotiate. Chapdelaine has accepted a 3 yr contract that contains a salary above the median, reinstating the Assistant Town Manager position, and a housing allowance. Dunn stated that this is an exceptional case. It is unlikely to be repeated should other employees come forward. The housing allowance is not considered a permanent part of the position's recompense. There is no understanding about what happens in 3 years. There is no change in the contract termination terms in the new contract.

Chapdelaine described the role he expects the new assistant to play. This person will be a link between residents and departments. He expects this person will allow the Town to provide better service, not more services. He reminded the FinCom that the manager analyst position combines two part time positions, one of which managed the Town's rental properties. He noted that several executive positions are understaffed and perhaps unsustainable. Discussion by members was supportive.

BUD 3 Town Manager: GenGov SubCom Howard, using material supplied by Pooler to the FinCom last week (Ref 3), recommended a revised salary & wages line. He also provided a breakdown (Ref 4) of the contract benefits and the computation of the salary.

VOTED \$655,802 Unanimous.

OTHER MATTERS: Chapdelaine said cost of the modular classroom for Thompson are expected in 10 days. The price will cover several options. The energy coordination with Bedford has broken down as the communities have gone in separate ways. FinCom members

urged Dunn to provide a description of the contract and the new position to TMMs before the beginning of the meeting. He said he will consider this.

Finances SubCom White presented the following Article & four Budgets. Each was approved unanimously.

ART 32 POSITION RECLASSIFICATION: White provided a listing of pay plan changes (Ref 5) and described how the reclassifications, additions and deletions are related. All changes are already in the budgets except for those in the legal dept.

VOTED \$3222.

BUD 4 HUMAN RESOURCES: The actual FY16 training expense is \$47,847 to date. Some of this is related to Munis.

VOTED \$312,230

BUD 5 IT: The training increase is related to Munis as is the increase in software support.

VOTED \$738,037

BUD 6 COMPTROLLER: The FinCom received a revised budget page that shows another Munis related training increase. White recommended a further increase for Munis installation.

VOTED \$443,942.

BUD 24 RETIREMENT: White recommended a \$20 increase in the retirement costs. She said there are still 4 people receiving non-contrib pensions, none younger than 91.

VOTED \$9,641,783

Finances SubCom Beck presented the next three budgets. All were voted unanimously.

BUD 7 TREASURER: The new software to replace the custom software now in use is expected to go live in Dec. It will run in parallel with the old software for a year. Century Bank is now handling the Town's funds.

VOTED \$668,849

BUD 8 POSTAGE:

VOTED 175,748

BUD 13 PARKING: The other purchased services increase is to pay for the Town's credit card handling expense associated with the new parking meters. Ref 6 provides parking revenues since FY06.

VOTED \$130,033

BUD 9 ASSESSORS: The computer maintenance increase is to cover Patriot Properties that handles the assessment records for the town. This item used to be paid from consulting & office supplies. Beck recommended a \$2000 decrease in office supplies.

VOTED \$296,894

BUD 26 RESERVE FUND: Finances SubCom Foskett recommended a change in policy. Because of all the financial pressures the Town is facing, he suggested the Reserve Fund be 1% of total Town budget. Members, concerned with relaxing pressure on departments to stay within budget, suggested written guidelines. The Chair suggested transfers should be "unforeseen or extraordinary". He also noted that this increase is about the size of the money set aside to balance a snow & ice budget overrun.

VOTED \$1,465,000. The increase will to be paid for by eliminating the \$500K snow & ice deficit reserve. Unanimous.

COMMITTEE: No meeting Monday 3/14/16.

RESERVE FUND Balance \$1,200,000 - \$24,555 = 1,174,445 of which \$200,000 is held for SPED if needed.

Peter Howard 3/10/16 Revised 3/17/16.

Ref 1 Recycling Coordinator's Report Feb & Mar 2016

Ref 2 Chapdelaine to FinCom, Reserve Fund Transfer Request, 3/9/16

Ref 3 Summary of Manager Department Budget (FY17)

Ref 4 Manager's Salary Changes

Ref 5 Positions Reclassification

Ref 6 Parking Revenue